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COMMISSION

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Reference Number: 100-25-DD

Title of Document: Disaster Preparedness Plan for DDSN and Other Agencies
Providing Services to Persons with Disabilities and Special
Needs

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(REVISED)

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Applicability: Regional Centers and DSN Service Providers

The purpose of this directive is to prescribe a plan for preparing for a disaster, directing operations during a disaster, and recovering from a disaster in South Carolina. The plan will prescribe the responsibilities for consumers and staff during a disaster and assign responsibility to certain staff when a disaster occurs.

Agency Responsibilities - Each Facility and Agency offering services to individuals with disabilities will have a disaster plan that will provide direction and guidance to staff during an emergency situation. Each plan will contain:

1. Disaster Preparedness Section
 - a. Training to staff
 - b. Assignment of responsibility to staff
2. Emergency Operations
3. Evacuation Plan
4. Recovery Action

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

Central Office Emergency Operations Center (COEOC)

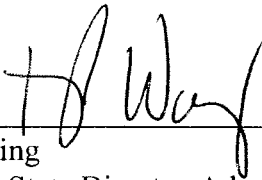
The administrative offices of the Department of Disabilities and Special Needs will establish an emergency operations center located in the administration building at 3440 Harden Street Extension, Columbia, South Carolina to be activated in the event a disaster reaches the proportion that more than one region can handle. See enclosed plan.

Disaster Preparedness Plans

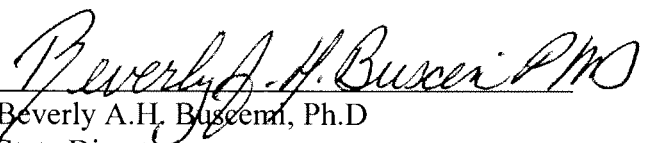
Each DSN Facility, DSN Boards, QPL Residential Habilitation Providers and other Agencies providing services to persons with disabilities will have a plan that must be reviewed by a higher authority at least annually.

Disaster Preparedness Training

Periodically each Facility and Agency must conduct a disaster preparedness training that will test out the plan. The training exercise should be done at least annually.



Tom Waring
Associate State Director-Administration
(Originator)



Beverly A.H. Buzceem, Ph.D
State Director
(Approved)

To access the following attachments, please see the agency website page "Attachments to Directives" under this directive number.

Attachment: Disaster Preparedness Plan

**South Carolina Department of Disabilities
and
Special Needs**

**Disaster Preparedness
Plan**

August 31, 2010

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I. STATEWIDE DISASTER PHONE LIST

SC Department of Disabilities and Special Needs Statewide Disaster Phone List – Revised 08/04/10		
A.	Central Office	
1.	Emergency Operations Center (Command Center)	(803) 898-9649
2.	Back-Up Emergency Line for Emergency Operations Center	(803) 929-2517
3.	Fax - Emergency Operations Center	(803) 898-9656
4.	Emergency Operations Center (Tom Waring)	(803) 309-3375
5.	Community Services (District I Director-John King)	(864) 938-3497 Cell (864) 938-5089
6.	Community Services (District II Director-Rufus Britt)	(843) 832-5567 Cell (843) 870-3518
7.	Email (Tom Waring)	Twaring@ddsn.sc.gov
8.	Public Telephone (Central Office Switchboard)	(803) 898-9600
9.	Back-Up Emergency Switchboard	(803) 253-7610
10.	Ham Radio (Roy Smarr)	N4DLM
B.	Coastal Center	
1.	Public Telephone (Switchboard)	(843) 873-5750
2.	Facility Administrator (Larry Mattive)	Cell (570) 578-6368
3.	Director of Residential Services	Cell (843) 200-9783
4.	Fax	(843) 821-5800
5.	Public Safety Officer – Lt. Sandra Capers	Cell (843) 200-9781
6.	Officer of the Day	Cell (843) 200-9782
7.	Email	List EOC Coastal (EOCCoastal.ddsn.sc.gov)
8.	District II Office (Rufus Britt)	(843) 832-5576
9.	Fax – District II Office	(843) 832-5599
10.	Email – District II Office	Rbritt@ddsn.sc.gov
11.	Ham Radio Volunteer (Dennis Zabawa)	KG4RUL
C.	Midlands Center	
1.	Public Telephone (Switchboard)	(803) 935-7500
2.	Facility Administrator (Wes Leonard)	Cell (803) 600-4845
3.	Fax (Administration)	(803) 935-7678
4.	Officer of the Day	Cell (803) 600-4771
5.	Administration Officer of the Day	Cell (803) 600-4772
6.	Director of Residential Services	Cell (803) 600-4843
7.	Support Services (Margie Nash)	(803) 935-6790
8.	Email (Midlands Emergency Operations Center)	List EOC Midlands (EOCMidlands@ddsn.sc.gov)

D.	Pee Dee Center	
1.	Public Telephone (Switchboard – Pee Dee Center)	(843) 664-2600
2.	Acting Facility Administrator (Pee Dee Center – John Hitchman)	Cell (843) 495-0830
3.	Fax – Pee Dee Center	(843) 664-2656
4.	Officer of the Day – Pool Phone	(843) 495-3300
5.	Email	List EOC Pee Dee EOCPeeDee@ddsn.sc.gov
6.	Public Telephone (Switchboard – Saleeby)	(843) 332-4104
7.	Facility Administrator (Saleeby – John Hitchman)	Cell (843) 495-3298
8.	Fax – Saleeby	(843) 332-0842
9.	Saleeby Campus	Cell (843) 992-0513
10.	Ham Radio Volunteer (John Germain)	NA3JAL
E.	Whitten Center	
1.	Public Telephone (Switchboard)	(864) 833-2733
2.	Interim Facility Administrator (Randy Davis)	Cell (864) 938-5075
3.	Fax	(864) 938-3115
4.	Officer of the Day	(864) 938-5080
5.	Service Support	Cell (864) 938-5103
6.	Email	List EOC Whitten EOCWhitten@ddsn.sc.gov
7.	District I Office (John King)	(864) 938-3510
8.	Fax – District I Office	(864) 938-3435
9.	Email – District I Office	Jking@ddsn.sc.gov
10.	Spartanburg – Autism Office	(864) 594-4907
11.	Spartanburg – Autism Fax	(864) 594-4923
F.	Autism - Coastal	
1.	Public Telephone (Switchboard)	(843) 832-5561
2.	Fax	(843) 832-5560
3.	Emergency Operations Center (Davezella Young)	Cell (843) 297-1307
4.	Email	dyoung@ddsn.sc.gov
5.	Division Director – Daniel Davis	(803) 898-9639
G.	State Emergency Management Division	
1.	Telephone	(803) 737-8500
2.	Fax	(803) 737-8570
3.	Email #1	Warning1@EMD.sc.gov
4.	Email #2	Warning2@EMD.sc.gov
H.	DHEC – (DURING DISASTER)	
1.	ESF-8 Leader (Shirley Hollingsworth)	(803) 898-3709 Cell (803) 518-6792

		Pager (803) 654-9705
2.	Fax	(803) 898-3335
3.	Email (Shirley Hollingsworth)	HollinsD@DHEC.sc.gov
I.	Regional Center Contacts for Video Conferencing Rooms	
1.	Pee Dee Center (Phyllis Clark)	(843) 664-2618
2.	Saleeby Center (Lisa Hancock) (Rebecca Ratliff)	(843) 857-1915 (843) 857-1914
3.	Coastal Center (Sonia Gadsden) (Rufus Britt)	(843) 821-5806 (843) 832-5567
4.	Midlands Center (Annie Drakeford) (Angie Reese)	(803) 935-7502 (803) 935-7527
5.	Whitten Center (Susan Simpson) (Sonya Renwick – John King)	(864) 938-3112 (864) 938-3510
J.	DDSN Video Conference Units Aliases	
	Location	Name
1.	Central Office	
	Tandberg 6000 MXP	CO-6000
	Tandberg 1000 MXP	CO-1000
	Tandberg Content Server	CO-TCS
2.	Coastal Center	
	Tandberg 3000 MXP	CC Campus Edge 75 MXP
	Tandberg 1000 MXP	CC-1000
3.	Midlands Center	
	Tandberg 3000 MXP	MC Campus Edge 75 MXP
4.	Pee Dee Center	
	Tandberg 3000 MXP	PC Campus Edge 75 MXP
5.	Saleeby Center	
	Tandberg 1000 MXP	SC-1000
6.	Whitten Center	
	Tandberg 3000 MXP	WC Campus Edge 75 MXP
	Tandberg 1000 MXP	WC-1000

II. STATEWIDE DISASTER PHONE LIST FOR PROVIDERS

SC Department of Disabilities and Special Needs Statewide Disaster Phone List for Providers– Revised 07/16/10		
A.	Central Office	
1.	Emergency Operations Center - Command Center	(803) 898-9649
2.	Back-Up Emergency Line – Emergency Operations Center	(803) 929-2517
3.	Fax – Emergency Operations Center – Command Center	(803) 898-9656
4.	Emergency Operations Center – Tom Waring	(803) 309-3375
5.	Public Telephone (Switchboard)	(803) 898-9600
6.	Back-Up Emergency Switchboard	(803) 253-7610
7.	Email (Tom Waring)	Twaring@ddsn.sc.gov
8.	Ham Radio (Roy Smarr)	N4DLM
B.	District I	
1.	Community Services – District I Director	(864) 938-3497 Cell (864) 938-5089
2.	District I Office (John King)	(864) 938-3510
3.	Fax – District I Office	(864) 938-3435
4.	Email – District I Office	Jking@ddsn.sc.gov
C.	District II	
1.	Community Services – District II Director	(843) 832-5567 Cell (843) 870 3518
2.	District II Office (Rufus Britt)	(843) 832-5567
3.	Fax – District II	(843) 832-5599
4.	Email – District II Office	Rbritt@ddsn.sc.gov
D.	State Emergency Management Division	
1.	Public Telephone	(803) 737-8500
2.	Fax	(803) 737-8570

III. TYPES OF DISASTERS LIKELY TO EFFECT SOUTH CAROLINA

Nature of Disaster	Probability	Probable Location	Probable Time
1. Hurricane	High	Coastal	June - November
2. Thunder Storms	Moderate	Localized	Year Round
3. Tornado	Moderate	Localized	Spring/Summer
4. Flooding	Moderate	Statewide	Year Round
5. Forest Fires	Moderate	Statewide	Fall
6. Dam Failure	Moderate	Localized	Year Round
7. Nuclear Accident	High/Moderate	Localized	Year Round
8. Snow and Ice	Moderate	Localized	Winter
9. Earthquakes	Moderate	Statewide	Year Round
10. Pandemic Influenza	Moderate	Statewide	Seasonal

At a minimum, all plans shall have detailed procedures, which outline what action(s) will be taken if the referenced emergency occurs.

Footnote #1: Hurricane Plan – Attachment C

Footnote #2: Pandemic Influenza – Attachment E

III. PURPOSE

- A. Guidance to the District Offices, county DSN boards, and providers of services to consumers on procedures, organization, and responsibilities.
- B. Identification and designation of responsibilities and roles of Department of Disabilities and Special Needs staff.
- C. An outline of actions required to be taken by the staff prior to (when possible), during and after a disaster.
- D. Specify actions to be taken to meet financial responsibilities incurred as a result of the disaster.

IV. OPERATING PRINCIPLES

- A. The Agency offering services to the consumer is responsible for the safety and welfare of their consumers and that responsibility remains with the agency regardless of where the consumers are located.
- B. Local DSN Boards and QPL Residential Habilitation Providers will contact their District Director, who will then immediately inform the Associate State Director of Operations of impending or existing disaster within their jurisdiction. Regional Centers will contact the District Director of impending or existing disaster within their jurisdiction. The Associate State Director of Operations is responsible for notifying the State Director. **Once the Central Office Emergency Operation Center (COEOC) has been activated, all information concerning an impending or existing disaster from local DSN Boards, QPL Providers and Regional Centers should be sent to the COEOC. (Refer to Page 3-5 for Statewide Disaster Phone list). (Providers Relocation Agreements per Attachment B)**
- C. Directions of disaster operations are exercised by the lowest level of service provision to the extent that level of administration can conduct operations.
- D. A request for support or assistance should be made to higher levels of administration following the determination that a disaster is of such severity and magnitude that an effective response is beyond the capability of the lower level of administration.

Level of Administration

- 1. Family
- 2. Provider
- 3. DSN Board/QPL Residential Habilitation Providers
- 4. Community District Office

5. Central Office
 6. State Emergency Preparedness Division
 7. Federal Government
- E. Each DSN Board and QPL Residential Habilitation Providers shall have a plan for each facility in its jurisdiction and each District will have a plan for the Regional Center and Community District Office. All plans will include, at a minimum, all items listed in Attachment A (Elements to be Included in a Disaster Plan).
- F. Plans will be reviewed and approved annually by:
1. Regional Centers and District Offices plans will be reviewed and approved by the Central Office Emergency Operations Group.
 2. DSN Boards and QPL Residential Habilitation Providers plans will be reviewed and approved by the Community District Office.

V. RESPONSIBILITIES

- A. The State Director is responsible for assuring the safety, security and welfare of the individuals served and staff of the Department of Disabilities and Special Needs (DDSN) and is empowered with the authority to perform the duties to maintain their well-being during a disaster situation or when a disaster is considered imminent.

The State Director's duties include:

1. Proclaim an agency emergency and declare who is to assume the management for the consumers and staff, and who is to assume the responsibility of managing the disaster response at each level when a determination is made that the situation is beyond the response capability of the affected jurisdiction.
2. Suspend the provisions of existing regulations prescribing procedures for the conduct of business when such regulations prevent, hinder or delay necessary actions in coping with the disaster.
3. Suspend the normal operation of business when such business hinders or delays necessary actions in coping with the disaster.
4. Direct the utilization of all available agency resources as reasonably necessary to cope with the disaster.
5. Transfer the direction, personnel or functions of DDSN resources for the purpose of facilitating or performing emergency services as necessary or desirable.

6. Activate the Central Office Emergency Operations Center and designate who will direct the center.

- a. Associate State Director-Administration
- b. Project Manager-Engineering Division

B. Central Office Emergency Operations Center (COEOC)

1. The Emergency Operations Center is the organization employed by the State Director in exercising her authority for the direction of disaster response. The Emergency Operations Center is staffed by selected Central Office staff.
2. The Central Office has six (6) major responsibilities in a disaster situation:
 - a. Planning an effective disaster management response;
 - b. Warning of impending disaster;
 - c. Timely, effective deployment of resources in support of disaster operations in the state DDSN system;
 - d. Coordination and direction of restoration and recovery operations in the disaster area when such operations are beyond the capability of the level of administration affected or when requested by the local administrator;
 - e. Assess the requirements for and procure support and assistance from sources outside the disaster area and from state agencies and federal government;
 - f. Inform and update the State Emergency Operations Center (SEOC) on the status of the emergency response. Also request assistance when needed.
3. The Director of the Central Office Emergency Operations Center manages the disaster response. The responsibilities shall be:
 - a. Assignments by the State Director;
 - b. Organizing and staffing the Emergency Operations Center to ensure its effective response to disaster;
 - c. Coordinating the activities of the various agencies, regions and units in preparing for and operating in disasters including the

utilization of all facilities, equipment, manpower and other resources within the jurisdiction of DDSN;

- d. Preparing emergency proclamations for the State Director and disseminating to all concerned;
 - e. Receiving, processing, evaluating and acting on requests for assistance;
 - f. Establishing, directing and coordinating operations of the DDSN emergency communication system;
 - g. Directing and coordinating public information services for the DDSN service delivery system;
 - h. Directing and coordinating evacuation of areas affected or threatened by a disaster;
 - i. Preparing reports and records.
4. Organization - The Emergency Operations Center is organized into the following groups:
- a. Executive Group
 - (1) Coordinated by Associate State Director-Administration
 - (2) Composed of the Executive Staff
 - b. Operations Group
 - (1) Project Manager-Engineering Division
 - (a) Director of Finance
 - (b) Director of HRM
 - (c) Director of Purchasing and Supply
 - (d) Professional staff of Engineering Division
 - c. Communication Group
 - (1) Director of IRM
 - (a) Manager Information Technology Services
 - (b) Telecommunications Coordinator
 - (c) Community Relations Coordinator

d. Support Group

- (1) Director of Human Resource Management
- (2) Project Coordinator

5. Responsibilities and Functions

a. Executive Group

- (1) Establishes policy and procedures.
- (2) Develop the overall plan of action, including deployment of personnel and equipment to implement the plan.
- (3) Establishes priorities of and allocates resources to support disaster tasks and operations.
- (4) Directs support and recover operations in the disaster area and provides emergency funding of operations.
- (5) Determines and coordinates the evacuation plan.
- (6) Coordinates request for and utilization of state and federal aid.

b. Operations Group

- (1) Implements the plan of action to include procurement and coordinates the utilization of support forces and resources required to carry out operations in the disaster area or areas affected.
- (2) Organizes and coordinates any immediate on site visits to the disaster area or areas.
- (3) Collects, analyzes and reports damage data and effects.
- (4) Assess requirements for state and federal support.
- (5) Implements evacuation plans.
- (6) Review all regional plans.
- (7) Prepare staff for disasters (training and drills).
- (8) Assigns tasks to Central Office staff.
- (9) Coordinates requests for staff assistance.
- (10) Coordinate the transportation, energy and supply needs.

c. Communication Center

- (1) Provides effective communications to support operations in the disaster area to include communication other than typical telephones, (i.e., computer, radio, cellular phones, other). Disseminates official information and instructions to consumers, staff and families.

d. Support Center

- (1) Provides administrative and clerical support.

6. Concept of Operation

- a. The Emergency Operations Center and staff of the Central Office are activated on order of the State Director.
- b. The severity and magnitude of the disaster determines the degree and extent of staff activation and mobilization of resources and may be ordered on a full staff basis or on a limited scale by designation of specific staff and resources to be mobilized.
- c. The Executive Suite of the Central Office will function as the operations center for the Emergency Operations Center.
- d. When mobilized for duty in the Emergency Operations Center, the staff assumes the roles assigned and operates according to standing operating procedures established by the executive, operations, information, communication, and support groups.
- e. Central Office staff will be assigned an emergency operations position and a primary contact person. The staff must make contact with the primary contact person as soon as a disaster warning has been issued or, in the case of an unexpected disaster, staff will secure their own family and at the first possible time, contact their primary contact.

7. Tasks

a. Pre-disaster

(1) Executive Group

- (a) Establishes and maintains contact with state disaster preparedness, Governor's Office and other agencies needed.
- (b) Maintains standing operating procedures for Emergency Operations Center.
- (c) Alerts and organizes the Emergency Operations Center.
- (d) Maintains a plan of action including deployment of personnel and equipment to implement plan.

(2) Operations

- (a) Practice the execution of plan.
- (b) Prepare Central Office facility for emergency to include power, water, etc.

(3) Communication Center

- (a) Maintains communication system in readiness condition for the Central Office.
- (b) Sets up communication procedures and location.
- (c) Plans for utilization of communication equipment in regions.
- (d) Maintain liaison with news media.

(4) Support Group

- (a) Identifies all methods of contacting staff.
- (b) Provides ID cards for Central Office staff.

a. Disaster Phase

(1) Executive Group

- (a) Evaluate information from disaster area.
- (b) Initiates resources to support disaster operations.
- (c) Directs support operation.

Elements To Be Included In A Disaster Plan

The following items are considered essential to a well-written disaster/emergency preparedness plan developed by a Regional Facility or a county Disabilities and Special Needs Board or QPL Residential Habilitation Provider:

1. Give the references that show organization's authority and also refers to other disaster preparedness plans that the local plan, if any, the plan ties into.
2. Define the purpose for the plan.
3. Outline the organizational structure of the agency and how these various components have responsibilities for responding to emergency situations.
4. Describe specific responsibilities of the key administrative personnel.
5. Describe the mission, organization's function, and location of an emergency operations center that would be activated in the event of an emergency.
6. Describe backup communication system during an emergency.
7. Describe emergency power source back up or contingency plans.
8. Describe emergency food supplies acquisition plans.
9. Describe health and sanitation plans.
10. Describe transportation capabilities available to respond to emergencies.
11. Describe temporary emergency shelter capabilities.
12. Describe plan for evacuation of and receipt of consumers.
13. Provide specific information to respond to the following types of emergencies:
 - a) Hurricane
 - b) Severe local storm to include tornadoes
 - c) Flooding
 - d) Forest Fire
 - e) Snow and/or ice
 - f) Earthquake
 - g) Nuclear accident
14. Describe the actions to be taken during disaster/emergency phases to include pre-impact, phase impact phase, and recovery phase.

**SC Department of Disabilities and Special Needs
DDSN Emergency Relocation Agreements – Revised 07/20/10**

Region/Board/Provider	Sheltering Facility	Effective Date	
District I		From	To
Midlands Center	Whitten Center, Coastal Center, Pee Dee Center and Locally		
Whitten Center	Midlands Center, Coastal Center, Pee Dee Center & Presbyterian College		
Aiken County	Orangeburg, Jasper and Colleton		Updated 06/29/10
Anderson County	Grant School, Belton Community Center, Orville Baptist Church, Trinity United Methodist Church and Williamston Fire Department		
Babcock Center	Calhoun County DSN Board	07/01/09	Indefinite
Burton Center Multi-County DSN Board	Calhoun County DSN Board	11/27/09	Indefinite
Calhoun County DSN Board	Dorchester County DSN Board	07/14/09	Until Renewed
Charles Lea Center	Hampton County DSN Board Laurens County DSN Board	09/24/08	Current
Chester/Lancaster County	Lee County DSN Board York County DSN Board Bamberg DSN Board Gregory Health & Wellness Center (USC-Lancaster)	07/01/10 04/01/10	06/30/11 04/01/11
Cherokee County	Charles Lea Center		
Fairfield County	Midlands Center (Wilson I and Wilson II) York County DSN Board	08/24/09 04/01/10	Current 04/01/11
Greenville County	Fountain Inn Activity Center and Area Churches		
Kershaw County	Babcock Center and Greenville County		
Laurens County	Charles Lea Center	09/24/08	Current
Newberry County	Berkeley Citizens and York County		
Oconee County	Anderson County and Bountylard Baptist Church		
Pickens County DSN Board	Crossroads Baptist Church Powdersville First Baptist Church	01/01/10 01/01/10	
Union County	Sardis United Methodist Church		
York County	Chester/Lancaster County DSN Board	04/01/10	04/01/11
District II			
Coastal Center	Midlands Center, Whitten Center		
Pee Dee Center	Midlands Center, Whitten Center, Coastal Center		
Saleeby Center	Midlands, Center, Whitten Center, Coastal Center, Pee Dee Center		
Allendale/Barnwell Counties	CHESCO Services		

Region/Board/Provider	Sheltering Facility	Effective Date	
		From	To
Bamburg County DSN Board	Chester/Lancaster County DSN Board	07/01/96	Indefinite
Beaufort County DSN Board	Calhoun County DSN Board	07/17/09	Indefinite
Berkeley Citizens, Inc.	Clarendon County DSN Board	09/11/96	Updated 03/19/10
Charleston County	Babcock Center		
Chester/Lancaster County DSN Board	York County DSN Board	04/01/10	04/01/11
	Lee County DSN Board	07/01/10	06/30/11
Clarendon County DSN Board	Berkeley Citizens, Inc.	09/11/96	Updated
	Newberry County DSN Board	03/22/10	03/19/10 06/30/11
Colleton County	Aiken County		
Darlington County	Marion/Dillon County DSN Board	07/20/10	Current
	Sumter County DSN Board	07/20/10	Current
Dorchester County	Babcock Center		
	Orangeburg County		
Florence County	Sumter County DSN Board	10/29/09	Annual
Georgetown County	Florence County		
Hampton County	Bamberg County		
	Charles Lea Center		
Horry County DSN Board	Florence County DSN Board	04/22/10	
Jefferies County	Aiken County		
Lee County	Chester/Lancaster DSN Board	07/01/10	06/30/11
	Sumter County DSN Board	07/01/10	06/30/11
	Pee Dee Regional Center	07/01/10	06/30/11
Marion/Dillon County DSN Board	Clarendon County DSN Board	04/26/10	06/30/11
	CHESCO Services	05/10/10	06/30/11
Marlboro County DSN Board	Marion/Dillon County DSN Board	02/23/99	Updated 06/20/10
Orangeburg County DSN Board	Aiken County		
	Dorchester County		
Sumter County DSN Board	Florence County		
	Lee County		
Williamsburg County DSN Board	Kingstree Senior High School	09/04/09	Until Renewed
	Babcock Center	09/03/09	Until Renewed
Residential QPL Providers			
Care Focus	Local Hotels and Shelters		
Carolina Autism Supported Living	Crafts Farrow State Hospital		
Community Options	CHESCO Services		
South Carolina Mentor	Midlands Center and Whitten Center		
United Cerebral Palsy of SC	Community Shelters and Other Agency Facilities		

**SOUTH CAROLINA DEPARTMENT OF DISABILITIES
AND
SPECIAL NEEDS**

CENTRAL OFFICE

HURRICANE PLAN

JUNE 30, 2010

South Carolina Department of Disabilities and Special Needs

Hurricane Emergency Steps

June 30, 2010

I. Annual Hurricane Conference

- A. Notify Facilities and Providers of Date and Place
 - Normally last week of May

II. Disaster Manual Update

- A. Notify Facilities and Providers to review and update manuals
 - Normally first week in June
- B. Request updated plans from Facilities
 - Normally first week in June
- C. Community District Office to request plans from Providers

III. Hurricane Awareness Months

- A. Monitor weather daily for possible storms
 - Monitor weather from June through November

IV. Impending Storm Procedures

- A. Monitor Weather
 - Local TV
 - Weather Channel
 - Internet (see Attachment D)

V. Pre-Disaster – Hurricane Watch

(Definition: Conditions that indicate that a hurricane may threaten South Carolina)

- A. Monitor weather (see IV).
- B. Review Agency Plan.
- C. Review Facility Plan.
- D. Prepare Emergency Operations Center to open if necessary.
- E. Review responsibilities with Emergency Operations Center team.
- F. Check all emergency phone numbers for accuracy (see pages 3 through 6).
- G. Verbal contact with Facility and Community District Office to ensure plans are in place and the Facilities and Providers are ready to implement plans if necessary.
- H. Notify all hurricane team members to be on stand-by.

VI. Disaster Phase – Hurricane Warning

(Definition: Conditions which indicate that a hurricane is expected to strike within 72 hours)

- A. Activate Central Office Emergency Operations Center in Room 257
 - 1. Hook-up television to monitor weather.
 - 2. Hook-up emergency telephone.
 - 3. Have master plan available.
 - 4. Set time for first Emergency Operations Center meeting and Emergency Operations Center schedule.
 - a. State Director and Executive Staff.
 - b. Others as necessary.
- B. Contact Regional Facilities and Community District Offices (for Providers) for update on what action is being taken at their facilities.
 - 1. Regional Facilities and Community District Offices are to inform Associate State Director-Administration as changes occur.
- C. Central Office representatives will contact State Emergency Operations Center for statewide update.
 - 1. Storm update.
 - 2. Notify Regional Facilities and Community District Offices if evacuation order is issued.
- D. Prepare for the deployment of personnel and equipment. Only deploy if requested.
- E. Arrange with Regional Facilities to have emergency truck and emergency generator ready for deployment.
- F. Arrange with contracted State Vendor for additional emergency water and transportation of miscellaneous supplies from regions to relocation area if necessary.
- G. **EVACUATION** – Evacuate only if ordered by the Governor or local County Emergency Preparedness Department or the State Director determines evacuation is in the best interest of the individuals we serve based on the specific situation of a Facility.
 - 1. Evacuation Considerations:
 - a. **Category 1** – Wind Speeds (74-95 MPH), Minimal Damage Evacuation.....Not Required.

- b. **Category 2** – Wind Speeds (96-110 MPH), Moderate Damage Evacuation.....Not Required.
- c. **Category 3** – Wind Speeds (111-130 MPH), Extensive Damage Evacuation.....Facilities stay in place. Providers should evacuate if directed.
- d. **Category 4** – Wind Speeds (131-155 MPH), Extreme Damage Evacuation.....Facilities stay in place unless otherwise directed. Providers are to evacuate if directed.
- e. **Category 5** – Wind Speeds (155+ MPH), Catastrophic Damage Evacuation.....Facilities and Providers in the path of the storm should be evacuated. The Facility Administrator may direct medically fragile individuals to stay in place after consultation with medical personnel and the Central Office Emergency Operations Center.

****NOTE**: If the Governor declares a voluntary evacuation, then Providers should consider their individual situations. County Providers are to coordinate evacuations through their Community District Office. Unless otherwise directed by Central Office Emergency Operations Center, Facilities and Providers are to follow established relocation agreements (see Attachment B).**

H. News Release

Provide news release for DDSN happenings, if necessary

I. Re-Entry Phase

- 1. For those who are evacuated, re-entry can be made once ordered by the Governor and determined safe by the Facility Administrator/Executive Directors/CEOs.
- 2. Facilities will inform Central Office of re-entry schedule.
- 3. Providers will notify the Community District Office of re-entry schedule.

J. Close Central Office Emergency Operations Center

- 1. Close after storm is no longer a danger.
- 2. DDSN Emergency Operations Center can close prior to State Emergency Operations Center closing.
- 3. Have Facilities and Providers prepare a written report on what actions were taken during the storm and whether any damages were incurred and what changes need to be made to their plans.

VII. Recovery Phase

(Recovery actions are those taken when the threat of disaster has ended, but residual effects remain)

- A. Facilities and Providers will report and document injuries to individuals and employees.
- B. Facilities and Providers are to document damages to physical plants (i.e., buildings, roads, trees, etc.).
- C. Facilities and Providers to make necessary arrangements to bring facilities back to conditions that would allow staff and individuals to return to a normal lifestyle.
- D. DDSN Finance Division will work with Facilities and Providers to prepare any necessary documentation for FEMA claims.

Hurricane Websites – Revised 06/30/10

National Hurricane Center	http://www.nhc.noaa.gov/
National Weather Service	http://www.nws.noaa.gov/
NWS – Charleston	http://erh.csc.noaa.gov/chs
NWS – Columbia	http://www.erh.hoaa.gov/cae
NWS – Wilmington	http://www.erh.noaa.gov/er/ilm
SC Emergency Preparedness Division	http://www.scemd.org
Storm Prediction Center	http://spc.noaa.gov
FEMA's Tropical Weather Center	http://www.fema.gov/plan/prevent/nhp/stormwatch.shtm
FSU Tropical Weather	http://www.met.fsu.edu/orgs.explores
Colorado State University (Tropical Meteorology Project)	http://typhoon.atmos.colostate.edu/
Hurricane Image Catalog	http://rsd.gsfc.nasa.gov/rsd/images/
Ft. Lauderdale Sun-Sentinel's Page	http://www.sun-sentinel.com/storm
EarthWatch	http://www.earthwatch.com/satellite.html
NASA's Hurricane Resource Page	http://nasa.gov/hurricane
Ohio State Tropical Weather	http://asp1.sbs.ohio-state.edu/
Purdue Weather Processor	http://wxp.eas.purdue.edu/public
University of Michigan's Weathernet	http://cirrus.sprl.umich.edu/wxnet/
University of Hawaii	http://soest.hawaii.edu/MET/
USA Today's Hurricane Page	http://www.usatoday.com/weather/whur().htm
The Weather Channel	http://www.weather.com
The Weather Underground	http://wunderground.com



PANDEMIC INFLUENZA PLAN

September 2009

I. INTRODUCTION

Pandemic influenza is an outbreak of a novel influenza virus for which humans have not developed wide spread immunity. As such, the risk of an outbreak can pose a grave threat to the health of a large proportion of the worldwide population.

It is estimated that many South Carolinians would die in the event of a severe Pandemic Influenza outbreak. It is estimated by the South Carolina Department of Health and Environmental Control (DHEC) that thousands of South Carolinians would be hospitalized in the event of a severe Pandemic Influenza outbreak. Due to the disproportionate high presence of health challenges, individuals served by DDSN would generally be at greater risk for both death and hospitalization. It is also estimated by the United States Department of Health and Human Services that a high percentage of the entire workforce would be unable to report to work during the peak of a severe Pandemic Influenza outbreak.

DDSN will maintain a Pandemic Influenza Plan (Plan) to respond to a pandemic influenza outbreak. This Plan is intended to reduce the adverse impact that such an outbreak would have on the individuals, families and staff who receive or provide services through DDSN.

There are six (6) phases of a pandemic influenza recognized by the World Health Organization. The higher the phase, the greater the risk of widespread outbreak. There are also five (5) categories of pandemic influenza severity recognized by the United States Department of Health and Human Services. The higher the category, the higher the projected mortality rate of the respective influenza. Response to a pandemic influenza will be dictated by the respective phase and category of the outbreak. Phase status will be determined by the World Health Organization and category status will be determined by the United States Department of Health and Human Services.

World Health Organization Phases

Interpandemic Period

- Phase I: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
- Phase II: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Pandemic Alert Period

- Phase III: Human infection with a new subtype has been detected but no human-to-human spread or, at most, rare instances of spread to a close contact.

Phase IV: Small clusters of human infection with limited human-to-human transmission have occurred but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase V: Larger clusters of human infection has been detected but human-to-human spread still is localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible.

Pandemic Period

Phase VI: Increased and sustained transmission in general human population.

United States Department of Health and Human Services Categories

Category 1: Mortality rate less than 0.1% of those infected with influenza

Category 2: Mortality rate between 0.1% and 0.499% of those infected with influenza

Category 3: Mortality rate between 0.5% and 0.999% of those infected with influenza

Category 4; Mortality rate between 1.0% and 1.999% of those infected with influenza

Category 5: Mortality 2.05% or higher of those infected with influenza

II. DDSN DISASTER PREPAREDNESS PLAN

- A. DDSN maintains a Disaster Preparedness Plan (refer to Directive 100-25-DD). The DDSN Pandemic Influenza Plan is a component of the broader DDSN Disaster Preparedness Plan. Unless otherwise stipulated below, the provisions of the Disaster Preparedness Plan are applicable to prevention and response to a pandemic influenza outbreak.
- B. Each DDSN Regional Center, DSN County Board or QPL Residential Provider is required to develop and maintain a local Disaster Preparedness Plan which identifies the specific steps which will be taken to prevent and effectively respond to a disaster which impacts their operations and consumers.
- C. This Provider Disaster Preparedness Plan must include a component which addresses a pandemic influenza outbreak.
- D. A copy of this Plan must be provided to DDSN.
- E. DDSN's Emergency Operations Center will be activated and initiate regular communications with all Providers in the event a Phase VI and Category 4 or higher Pandemic Influenza statuses are declared.

III. GENERAL COMMUNITY PREPARATION

- A. Efforts will be undertaken at both a state and local level to assure coordination with those entities which will have responsibility for responding to a pandemic influenza.
- B. DHEC is the lead agency for implementation of the Emergency Service Function 8/Health and Medicine (ESF8) of the South Carolina Emergency Management Plan. As such, DHEC is the primary agency in South Carolina responsible for responding to a pandemic influenza outbreak.
- C. Providers should share copies of their Pandemic Influenza Plan with their local DHEC Office (the ESF8 Coordinator).
- D. Provider communication with the local DHEC Office (EFS8 Coordinator) should become more frequent as the risk increases.
- E. Key Provider leadership should become familiarized with the Pandemic Influenza section of the South Carolina Emergency Operations Plan (http://www.scdhec.gov/administration/ophp/mass_casualty.htm).

IV. PREVENTION

- A. Infection Control
 - 1. Providers will maintain vigorous standard infection control precautions, with strong emphasis on thorough and regular hand washing in accordance with recommendations from the United States Centers for Disease Control and Prevention (http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html).
 - 2. Providers will maintain aggressive respiratory/cough hygiene etiquette in accordance with recommendations from the United States Center for Disease Control and Prevention (<http://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>).
 - 3. Providers will offer training to staff on the signs and symptoms of influenza and the infection control protocols noted above. All staff must receive training reminders at least monthly if a Phase V and Category 3 or higher Pandemic Influenza statuses are declared.
- B. Surveillance
 - 1. Providers will maintain a rigorous surveillance program to promote early detection of possible influenza outbreak among consumers and staff as

recommended by the United States Department of Health and Human Services (<http://www.hhs.gov/pandemicflu/plan/sup1.html>).

2. Staff who display signs of influenza will not be permitted to work in close proximity to other staff or consumers, unless otherwise approved by a physician.
3. Efforts will be maintained to minimize any contact between consumers and family or members of the general public on Provider premises when family or members of the general public display signs of influenza.
4. Surveillance efforts will become more rigorous if Phase V and Category 3 or higher Pandemic Influenza statuses are declared.

C. Anti-viral Medications

1. Providers will facilitate the voluntary provision of anti-viral medications to consumers and staff who display symptoms of influenza.
2. These medications should be administered in accordance with recommendations from the Centers for Disease Control and Prevention (<http://www.cdc.gov/h1n1flu/antiviral.htm>) and attending physicians.

D. Vaccination

1. Providers will facilitate the voluntary provision of influenza vaccination to consumers and staff who have a confirmed diagnosis of influenza.
2. Vaccination protocols should be maintained in accordance with recommendations from the Centers for Disease Control and Prevention (<http://www.cdc.gov/flu/protect/keyfacts.htm>) and attending physicians.
3. The local DHEC Offices will control the dissemination of the vaccine. Providers should coordinate with the local DHEC Office (EFS8 Coordinator) to access the vaccine.
4. Vaccination efforts should become more vigorous when the risk of a severe Pandemic Influenza outbreak increases.

E. Supply Stockpiling

1. Providers should purchase and maintain a 30-day supply of medical/protective supplies, pharmaceuticals and non-perishable food when Phase IV and Category 4 or higher Pandemic Influenza statuses have been declared.

2. Supplies will be stored in a secure location.
3. Providers will communicate with principal vendors to determine which commodities may be in short supply in the event of a Pandemic Influenza and adjust stockpiling accordingly when Phase IV and Category 4 or higher Pandemic Influenza statuses have been declared.

F. Drills

1. DDSN and Providers will conduct regular mock Pandemic Influenza drills to evaluate adequacy of Pandemic Influenza Plan.
2. A drill will be conducted every six (6) months when Phase IV and Category 4 or higher Pandemic Influenza statuses have been declared.
3. Modifications will be made to DDSN's and Provider's Pandemic Influenza Plans, based upon the results of the mock drill.

G. Critical Duty Identification/Staff Training

1. DDSN and Providers will identify those duties which are essential to be performed in the event of a Pandemic Influenza outbreak. Highest priority will be placed upon those duties which preserve the health, safety and well-being of the consumers served.
2. Training materials summarizing the methods necessary to effectively perform the essential duties will be developed. These materials are intended to be used to allow staff who are able to report to work during a Pandemic Influenza to perform duties which they are not normally assigned to perform.

V. RESPONSE TO PANDEMIC INFLUENZA

A. Communications

1. DDSN Emergency Operations Center will communicate regularly with Providers in the event Phase VI and Category 4 Pandemic Influenza statuses are declared to supply updated information and assess potential problem areas.
2. Providers should also communicate regularly with the local DHEC Office (EFS8 Coordinator) in the event Phase VI and Category 4 Pandemic Influenza statuses are declared to determine if any public health actions have been implemented.

3. Providers should provide daily status updates to all staff on the status of Pandemic Influenza response.
4. Providers should communicate regularly with the family/legal guardians of the consumers to advise them of the Providers actions in responding to the Pandemic Influenza.

B. Isolation

1. Providers should severely restrict contact between the consumers served and the general public; both in the form of the general public being restricted from being on the Provider's premises and restricting consumers from leaving the premises, except in cases of the most urgent need in the event Phase VI and Category 4 Pandemic Influenza statuses are declared.
2. Providers should minimize the number of staff who work with a given consumer.
3. Providers will comply with any official quarantine order issued by DHEC.
4. Providers should physically segregate consumers who display signs of influenza from consumers who do not.
5. Provider should arrange for the cancellation of non-essential services (e.g., non-residential services).

C. Consumer Consolidation

1. To accommodate serious staff shortages, Providers should consolidate consumers into larger settings (e.g., sheltered workshops) to best utilize available staff in the event Phase VI and Category 4 Pandemic Influenza statuses are declared.
2. Any setting to which consumers are relocated should be equipped with sleeping, bathing and food preparation accommodations.
3. If consumers are consolidated into ICFs/MR or CRCFs, the DHEC Director of Health Regulations Division must be notified and approve the proposed consolidation plan.

D. Death

1. In the event of consumer death due to Pandemic Influenza, notification of family/legal guardians and DDSN should be provided in accordance with Directive 505-02-DD: Death or Impending Death of Persons Receiving Services from DDSN.

2. If the Coroner or DHEC cannot quickly pick up the deceased consumer, the Provider should remove the body to a remote and cool area not accessible by consumers.

VI. RECOVERY FROM PANDEMIC INFLUENZA

- A. Providers will offer grief counseling for consumers and staff.
- B. DDSN and Providers will evaluate the effectiveness of their Pandemic Influenza Plan and revise where appropriate.